



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

ASSISTANT CHIEF COUNSEL

DEPARTMENTAL PROMOTIONAL FOR:
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST

Statewide

WHO SHOULD APPLY

Competition limited to State Employees only. Applicants must have a permanent civil service appointment with the Department listed above as of the final filing date, in order to take this examination. **(See General Information for exceptions to this requirement.)**

HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. **Please indicate the examination title on your application. Applications received without an examination title will not be accepted and returned to the sender. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

APPLICATION DEADLINE

FINAL FILE DATE: JULY 28, 2008

Applications (STD 678) must be **P O S T M A R K E D** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date **will not** be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$8,930 - \$10,043 per month

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held in **AUGUST/SEPTEMBER 2008**. Ordinarily, these are scheduled in Sacramento. However, locations of interviews may be changed as conditions warrant.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N

ASSISTANT CHIEF COUNSEL
OB10 - 5871

FINAL FILE DATE:
EXAM CODE:

JULY 28, 2008
8BP09

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS**

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

and

Either I

Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

***Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.**

**POSITION
DESCRIPTION**

Under the general direction of the Deputy Director/Chief Counsel, the Assistant Chief Counsel (Working Title: DEPUTY GENERAL COUNSEL) manages the most complex and sensitive legal work for the programs administered by the Department. He/she is an expert in the laws and regulations relating to a variety of programs and supervises a staff of attorneys who provide legal support to program managers in the Department relative to the formulation, recommendation and evaluation of a wide range of Departmental policies concerning various programs, or who file and represent the Department in administrative hearings in actions to enforce the statutes and regulations of the Department's programs. He/she is expected to have extensive contacts both within and outside the Department. He/she is responsible for assigning, prioritizing and ensuring consistency of legal advice to the Director and upper level management of the Department. He/she also has frequent contact with deputies in the Office of the Attorney General and staff in the Governor's Office and the Health and Human Services Agency and is responsible for directing department litigation in the trial courts or courts of appeal.

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**EXAMINATION
INFORMATION
(CONTINUED)****QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%****SCOPE****A. Knowledge of:**

1. Legal principles and their applications.
2. Legal research methods, court procedures, rules of evidence and procedure.
3. Administrative law and the conduct of proceedings before administrative bodies.
4. Provisions of laws and Government Code sections administered or enforced.
5. Principles of public administration, personnel management and supervision.
6. Department's Equal Employment Opportunity Program objectives.
7. A manager's role in the Equal Employment Opportunity Program and the processes available to meet program objectives.

B. Ability to:

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems.
2. Present statements of fact, law and argument clearly and logically in written and oral form.
3. Draft opinions, pleadings, rulings, regulations and legislation.
4. Hold hearings and independently present difficult and complex cases in court.
5. Plan, organize and direct the work of a staff of attorneys.
6. Effectively contribute to the department's Equal Employment Opportunity objectives.

**VETERANS
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

(CONTINUED ON THE NEXT PAGE)

GENERAL INFORMATION (CONTINUED)

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.